

November 19, 2019 Partners & Knowledge Transfer Working Group Call

Attendees: Kira Sullivan-Wiley, Chris Brown, Jody Peters, Diana Dalbotten - new to this group. Diana is from U of MN and is working with the Diversity/Education working group, but has lots of overlap with Partners

Action Items From 10-22-19 Call

- Update from Chris and Jake on the Terms of Reference and the spreadsheet of Tasks for the Group
 - We are working more on a Work Plan - there are specific tasks that are assigned to certain people
 - Let's figure out what the group is doing and then work around that. Keep the Scope of Work broad - 1st three points are broad, but then after that gets too specific
 - Terms of Reference is outward gives a broad overview of what the group does
 - Scope of Work - specific tasks for individuals
 - See Decision Scope of Work Example:
 - What is our mission? Don't want to have boundary creep.
 - Chris/Kira - more interested in having the group work on a Work Plan - what are the tasks and who will do them.
 - For the EFI website - use the Terms of Reference with the broad overview
 - **Go over the updates we made in today's call to the Terms of Reference/Work Plan in the next phone call**
 - **Give the rest of the group an overview of where we are coming from with these changes**
- Update from Mike about getting someone from NEON to join the group
 - Mike and Kira reached out to Mike SanClements
 - Kira will talk to Mike S later this week and Mike S will be at AGU and will meet with Mike D
- Kira's draft of the Survey for Partners
 - Purpose - reaching out to potential partners/partner organizations.
 - 1st blast to everyone - who are you/your institution. Who in your institution work on forecasting, work store/manage data, who builds decision tools, who use decision tools and if you don't do this, is there another organization you work with on this
 - 3 question survey - trying to narrow down to get point people
 - Then follow up with a fuller survey to get more details who are organizations end users, what tools do you use, etc.
 - Kira has done this in Qualtrics and wants to share with the group. Will send it to Jody. People can take it multiple times. There are different contingencies built in - so depending on how folks fill out the survey they will be directed to different questions.
 - Want to make it as inclusive as possible, but don't want it to be onerous
 - Looking for ideas on how to prevent survey takers

- Kathy has looked at it and given feedback
- Who will the survey be sent to?
 - EFI Members? Lonnie or others from EFI May 2019 meeting? Outside US?
 - Check with our group to make sure that we are touching base with. But then also expand to cover gaps.
 - First do beta testing and then figure out the larger group
 - We could add this to one of the EFI Newsletters
 - Want to think about inclusion and diversity and make sure that we are making the survey accessible
- Add a section about who EFI is and what the survey
- This is the first step to the Match Making we have talked about previously
 - Don't want to create a product that people don't need
 - Want to define the space. Who is doing what work where and who they already work with. Use this to find the gaps - what services/forecasts are needed?
 - This helps us get the data needed to fill in the gaps
- Chris has received a PNG for better Engagement from NOAA person in charge of User Engagement. He isn't sure what it is so he will check with that person and will share it first with Kira
- Chris' NOAA blog
 - Jody posted on Monday
- **Next Phone Call**
 - Terms of Reference/Work Plan
 - Kira will try to clean it up before next time
 - Continue to move Kira's Survey forward
 - Kira will share Survey feedback
 - Chris to send Kira the graphic on User Engagement from NOAA individual